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HS Tabletop Exercises 2013

Grant Announcement

**Applications must be submitted through
Egrants on or before November 7, 2014**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 242-3335 michael.jordan@wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 deborah.hughes@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS Tabletop Exercises 2013

Description: This grant provides funds to design, develop, conduct and evaluate tabletop exercises to test the plans and capabilities of Wisconsin's emergency response community.

Opportunity Category: Competitive. Applications will be accepted as received and grants will be awarded until funding has been depleted.

Important Dates:

Application Due Date: November 7, 2014

Project Start Date: No earlier than August 1, 2014

Project End Date: No later than March 31, 2015. Date will be assigned after application has been received.

Anticipated Funding Amount: The dollar amount available under this funding opportunity is \$18,711.

Match/Cost Sharing Requirement: None

Eligibility: County or tribal emergency management offices are the only eligible applicants.

Eligible Expenses: Allowable exercise costs include personnel, travel/training, supplies and operating expenses and consultants/contractors.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS Tabletop Exercises 2013

Program Description

Tabletop exercises are a key element of Wisconsin's Homeland Security strategy to improve emergency responder capabilities. Tabletop exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Tabletop exercises also inform local and statewide planning activities by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

All tabletop exercises shall follow the state's current Homeland Security strategy which can be found at the following link: <http://hsc.wi.gov/wp-content/uploads/2012/08/WI-Homeland-Security-Strategy-2012-20157.pdf>

If using contractors or consultants, these individuals must be trained in the Homeland Security Exercise and Evaluation Program (HSEEP), and must present evidence that they have prior success in performing the type of exercises they are being contracted to deliver.

A component of after-action reporting includes performance evaluations of contractors and WEM exercise officers. The Exercise Evaluation Survey is posted on the WEM website: <http://emergencymanagement.wi.gov/egrants/forms/Exercise%20Evaluation%20Survey.doc>

Award Information

Project funding will be provided from the 2013 Homeland Security grant program. The approximate total amount available for this grant is \$18,711. There is no match of any kind required.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website: <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Enter the number of tabletop exercises that will be conducted.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Reimbursement for personnel falls under the following guidelines:

- Overtime payments are allowed only to the extent that payments for such services are in accordance with the policies of the state or unit(s) of local government and have been approved by WEM. In no case is dual compensation allowed.
- Reimbursement of overtime expenses is limited to the additional costs which result from personnel working over and above 40 hours per week and are a direct result of their participation in the WEM-funded exercise. Overtime associated with any other activity is not eligible.

- Overtime as backfill expenses are limited to overtime costs which result from personnel who are working overtime in order to perform the duties of personnel who are participating in the WEM-funded exercise.
- Backfill-related overtime only includes the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time.
- Exercise design team members and exercise participants who qualify under this grant and are eligible for overtime will be reimbursed at 50% of their applicable rate under the conditions of the grant.
- If a participant is a volunteer fire fighter and/or medic or police officer, the rate used will be that of the closest full-time department. All emergency response personnel participating in the exercise who are identified in the scope as necessary will be reimbursed at 50% of their overtime.
- In order to receive reimbursement for overtime and/or backfill, eligible agencies must fill out the overtime/backfill form and submit the required documentation to support their request as part of the grant close-out process:
<http://emergencymanagement.wi.gov/egrants/forms/Training%20and%20Overtime%20Backfill%20Reimbursement%20Form.doc>

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Food expenses are not eligible for reimbursement

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if

known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact WEM). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

5. Project Narrative

Provide a detailed description of the proposed exercise(s) and scope of the event. Include:

- The type of hazard/event that will be exercised and list the core capabilities being tested. Core capabilities are identified on the list that is attached to this funding announcement. Operational communications is a core capability that should be tested. If you are not going to test this core capability, please explain why. For information about the core capabilities, please see FEMA's website at <http://www.fema.gov/core-capabilities>
- Justify the need for this exercise.
- Expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- How the needs and requirements of persons with disabilities will be taken into account. Applications that do not address this requirement will not be considered for funding.

If you have questions about core capabilities please contact the WEM exercise officers. Grant recipients must follow HSEEP requirements. Guidelines are published by Wisconsin Emergency Management on the WEM website:

http://emergencymanagement.wi.gov/training/Exercise_Resource/HSEEP/HSEEP.asp

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. AAR and Improvement Matrix: The exercise AAR is due to WEM within 60 days of completion of the exercise and must include an improvement action plan matrix.
2. Exercise Officer Evaluation Survey: Complete, submit and upload in Egrants the survey with grant close-out documentation.
3. Consultant/Contractor Documentation: A copy of all contracts related to consultants or contractors that are used for any activities funded through this grant must be submitted with grant close-out documentation prior to reimbursement. All contractual agreements must also be uploaded in Egrants.
4. HSEEP for Exercises: All exercises must follow the exercise methodology as directed by HSEEP.
5. Overtime and Backfill Reimbursement: Reimbursement of costs for overtime and backfill is contingent upon submission of the overtime/backfill form with supporting documentation and the G-2 form. The completed overtime and backfill form must include substantial justification for the overtime/backfill and travel needed as well as all supporting documentation for actual overtime/backfill incurred through attending training. Documentation must include copies of schedules, timesheets, overtime pay requests, and compensated rate of pay. The compensated rate of pay is base wage as defined by the contract, ordinance, or payroll. Requests that do not provide adequate justification or evidence of actual expenses will not be accepted. A G-2 form must also be submitted for reimbursement. Access the appropriate forms on WEM's grant forms page: <http://emergencymanagement.wi.gov/egrants/forms.asp>
6. The scenarios used in exercises must focus on testing capabilities, warrant involvement from multiple jurisdictions, disciplines and non-governmental organizations and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should also align with priorities and capabilities identified in the state's Training and Exercise Plan.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <http://emergencymanagement.wi.egrants.us/filecabinet/egrants-system-user-guide.pdf> . It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

Email: WEMEgrants@wisconsin.gov

Telephone: (608) 242-3236

CORE CAPABILITIES CROSSWALK

PPD-8 introduced the concept of “Core Capabilities”, which are designed to provide an integrated approach to preparedness by incorporating several of the traditional “Target Capabilities” together or creating a new capability.

The following crosswalk identifies the relationship of the former 37 Target Capabilities to the 31 Core Capabilities.

<u>Core Capability</u>	<u>Prior Target Capability</u>
Access Control & Identity Verification	None
Community Resilience	Community Preparedness & Participation
Critical Transportation	Citizen Evacuation & Shelter-in-Place
Cybersecurity	None
Economic Recovery	Economic & Community Recovery
Environmental Response/Health/Safety	Environmental Health Responder Safety and Health
Fatality Management Services	Fatality Management
Forensics and Attribution	None
Health & Social Services	None
Housing	None
Infrastructure Systems	Restoration of Lifelines Structural Damage Assessment
Intelligence & Information Sharing	Information Gathering Intelligence Analysis & Production Intelligence/Info Sharing & Dissemination
Interdiction & Disruption	Counter-Terror Investigation & LE
Long-Term Vulnerability Reduction	None
Mass Care Services	Mass Care
Mass Search & Rescue Operations	Search & Rescue (Land Based)
Natural & Cultural Resources	None
On-Scene Security & Protection	Emergency Public Safety & Security EOD Response Operations
Operational Communications	Communications

Operational Coordination	EOC Management On-Site Incident Management
Physical Protective Measures	Critical Infrastructure Protection
Planning	Planning
Public & Private Services & Resources	Fire Incident Response Support WMD/Hazmat Response & Decon Volunteer Management & Donations Critical Resource Logistics & Distribution
Public Health & Medical Services	Mass Prophylaxis Triage & Pre-Hospital Treatment Medical Surge Medical Supplies Mgt & Distribution Epidemiological Surveillance & Investigation Isolation & Quarantine Laboratory Testing
Public Information & Warning	Public Information & Warning
Risk & Disaster Resilience Assessment	None
Risk Management for Protection Programs & Activities	Risk Management
Screening, Search, & Detection	CBRNE Detection
Situational Assessment	None
Supply Chain Integrity & Security	Food & Agriculture and Defense Animal Disease Emergency Support
Threat & Hazard Identification	None